

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 36-104

**AIR FORCE RESERVE COMMAND
Supplement 1**

28 March 1996

Personnel

**OPERATING THE CIVILIAN PERSONNEL
FLIGHT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFR 40-104, 30 June 1989, and AFR
40-104/AFRES Sup 1, 6 April 1990.

Pages: 2
Distribution: F

This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-104, 28 January 1994. This supplement provides guidance to AFRC civilian personnel offices on actions required when a civilian personnel officer position is projected to become vacant. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision incorporates the procedures formerly in AFR 40-104/AFRES Sup 1, 6 April 1990, and aligns our supplement with current instructions within AFI 36-104.

5. (Added) Assignment of AFRES Civilian Personnel Officers. The following applies to assignment of civilian personnel officers at AFRC consolidated civilian personnel offices (CCPO), activity civilian personnel offices (ACPO), and satellite civilian personnel offices (SCPO):

5.1. (Added) HQ AFRC/DPC is notified as soon as it becomes known at an installation that a civilian personnel officer position will be vacated.

5.2. (Added) HQ AFRC/DPC advises the Air Force Personnel Center(AFPC)/Career Management Division (DPKC), Randolph AFB TX, of the vacancy and requests a merit promotion certificate or list of reassignment eligibles. Upon receipt, HQ AFRC/DPC refers the package to the commander of the installation having the vacancy for review, interview of eligibles, and tentative selection.

5.3. (Added) The commander of the installation having the vacancy returns the certificate of eligibles and other related materials to HQ AFRC/DPC for review and approval.

5.4. (Added) Upon final selection, HQ AFRC/DPC forwards the approval to the commander for appropriate action.

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